

Report for Week Ending 12 December 1956
from
FORMS MANAGEMENT BRANCH

COMPLETED ACTION

1.

Statistical Summary

12 December 1956

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
NEW	1	-	3	1	5	18,750
REVISION	2	1	1	6	10	214,700
REPRINT	7	1	10	5	23	1,350,100
TOTAL	10	2	14	12	38	1,583,550

Re ~~RESIGNATION~~ 1
Obsolete 0

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2. Rush revision of Form No. 1075 completed - [] - On 5 December 1956 RCS asked us to revise the 1 October 1956 edition of Form No 1075, "Application and Claim for Home Service Transfer Allowance," as soon as possible. DD/P needs justified the urgency of this request. Mr. [] and I met with Mr. [] Special Assistant to the DD/S at 11:45 a.m. on 6 December to discuss several changes which were needed to further clarify the form and to prevent ultimate confusion. Agreeing with our changes Mr. [] obtained DD/P concurrence by phone. Mr. [] then redesigned the form and hand carried it to the printing plant that same day. Delivery on 11 December 1956 to coincide with the regulation release date was requested. Forms were printed and delivered to the Building Supply Rooms on 10 December. We could not have met this extremely early deadline without the fine cooperation of the [] Printing Plant.

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3. ICB/Liaison Division, OC^{II} to advise Agency personnel of scheduled international conferences. - [] - A new form No. 1L, Advance Information Notice, was approved for a six months' test yesterday. ICB/Liaison Division will use this die and ~~and~~ pressed Hectomaster to give advance information to 25 to 50 interested scientific and professional Agency employees on forthcoming international conferences. The test form formalizes an informal procedure which required fixed as well as variable data to be typed each time such a notice was prepared. The test form will eliminate the typing of the fixed data and will materially improve the appearance of the final product. We anticipate that the scope of this procedure may be modified in the next 3 to 6 months to provide similar notifications to other IAC Agencies.